



Hillcrest Christian School (HCS)

Acceptable Use of the Internet and HCS Email Account

HCS provides each student (Kindergarten through 12th grade) with an HCS Gmail account. This email address will remain with the student as long as they are attending HCS provided the student uses the account as it is intended and as agreed upon. This account will allow full use and participation of Google educational applications, allow the student to enroll in various online forums as needed for classwork as directed by HCS teachers, and will enhance the overall learning experience at HCS. Students will also use this account to communicate with their teachers and with each other to discuss school related topics in an appropriate manner.

Some of these learning activities may include collaborating on live digital projects, presentations and writing assignments, peer editing, using spreadsheets, and communicating with teachers for clarification on assignments. Students may also be directed by their teacher to watch educational videos as a way to reinforce learning.

It is important that parents and students read, understand, and agree to the guidelines outlined in this document. Please note that HCS will take all reasonable steps to preclude access to objectionable material. However, it is not possible to absolutely prevent such access. Ultimately, it will be the responsibility of your child to follow the rules for appropriate use.

HCS owns all HCS Gmail accounts as well as all sent and received email and files stored within the account. The HCS technology department can at any time access HCS Gmail accounts to check for compliance with the HCS Gmail policy letter. If you have any doubt about an issue pertaining to the use of the HCS Gmail account, you should contact the HCS technology department for further clarification.

RULES FOR APPROPRIATE USE:

- The student will be held responsible for the proper use of their account and HCS may suspend or revoke this Gmail account if the rules are violated.
- The student will be assigned an individual account, and they are responsible for not sharing the password for that account with others, however, this account/password information must be shared with your parent/guardian. If this information is shared with another person other than the student's parent/guardian, the student will be held responsible.
- If you receive any inappropriate emails (adult oriented, threatening, spam, chain letters, etc.) notify HCS Technology Department or the HCS administration immediately.
- Student profile: Do not modify the account user name unless approved by the HCS Technology Department as the account name is to be used for various online educational purposes such as Zoom, RenWeb, etc. Do not add a photo of yourself or your family on your profile. You may

request to have a non descriptive photo from the HCS Technology Director loaded to your profile. Only those photos approved by the HCS Technology Department and HCS administration are allowed to be used.

- For your safety, do not post personal information about yourself or others (full name, address, phone numbers, etc.) to any online venue that HCS uses. Always ask your teacher or the HCS Technology Department for direction if you have any questions.
- HCS Gmail accounts will be used for sending and receiving email pertaining to assignments made by the teacher and to collaborate with other students on various assignments.

INAPPROPRIATE USE INCLUDES THE FOLLOWING:

- Using email/internet for any illegal purpose such as bullying a student, intentionally sending viruses to another user, etc.
- Using the account/internet for personal use such as shopping on Amazon, purchasing online applications, and communicating with friends who are not attending HCS.
- Using another person's account.
- Using your account to access gaming sites not authorized by HCS teachers.
- Using your account to access social media sites and communicate with individuals outside of school on social media sites such as Tik Tok, Instagram, Twitter, SnapChat, etc.
- Posting personal information about yourself or others (address, phone numbers, etc.) to any online venue.
- Downloading or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Falsely identifying or misrepresenting HCS in email communications.

CONSEQUENCES FOR INAPPROPRIATE USE:

Suspension of access to HCS email and other disciplinary actions may be taken depending on the violation. Legal action may be taken depending on the severity of the infraction.

If you are in any doubt about an issue affecting the use of electronic mail, you should contact the HCS Technology Department or HCS administration.

(This Document is available on the HCS website)

STUDENT:

I have read (or it has been read to me) the “HCS Acceptable Use of the Student Email” policy. I understand my responsibility in regards to my HCS Gmail account, and will abide by the HCS guidelines for the Gmail account. I understand that should I commit any violation of this policy, my access privileges may be revoked, and school disciplinary action may be taken. I further understand that should I be issued an email account and/or other online tools, that I will use them appropriately and in accordance with this policy and the HCS Student Policy as well.

Student Name (please print)

Date

Student Signature

PARENT/GUARDIAN:

As the parent or guardian of this student, I have read the HCS Acceptable Use Agreement. I understand that the use of the Internet and technology resources is a standard part of the instructional process and is considered the same as using a textbook or any other resource to enhance or deliver instruction.

Furthermore, I understand that my child may be issued an email account, access to social learning networks, and/or given access to other specific online content in order to support the instructional process as is age and/or grade level appropriate. I further understand that access to the Internet and the use of school owned technology resources are intended for educational purposes only. I also recognize that even though HCS uses appropriate Internet filtering software, it is impossible to restrict access to all inappropriate materials, and I will not hold the school responsible if my child accesses or acquires such material in the network. I accept responsibility for my child’s compliance with the HCS Acceptable Use Policy. I give my consent for HCS Tech Department personnel to monitor my child’s school issued email account as well as my child’s internet activity on school owned computers and the school network

Parent/Guardian Name (please print)

Date

Parent/Guardian Signature